

# CALIFORNIA DEPARTMENT OF VETERANS AFFAIRS

HONORING CALIFORNIA'S VETERANS



**Classification:** **SENIOR PROPERTY AGENT (\$5,137-\$6,198)**  
**Permanent, Full-Time**

**Location:** CA Department of Veterans Affairs  
Farm and Home Purchases Division  
1350 Front Street, Room 2023  
San Diego, CA 92101

## Who Should

**Apply:** Current State employees within this classification or those who are eligible on a certification list, transfers, or reinstatement. Eligible honorably discharged veterans are encouraged to apply. **SROA PROVISIONS APPLY.**

## Duties and

**Responsibilities:** *Under the general direction of the Supervising Property Agent, the Senior Property Agent directs and organizes the San Diego Cal Vet District Office and will perform duties such as, but not limited to:*

- Supervise the San Diego District Office staff, performing all of the managerial and supervisory functions of a Senior Property Agent (planning, performance, review, hiring, disciplinary actions, assign work, training, motivating staff, public speaking, maintaining and developing relationships with staff/senior management, industry, public, and other governmental agencies, develop and monitor reports, etc.). Markets the Cal Vet loan program.
- Perform special projects as required (manual, reports, etc.); help implement loan processing improvements. Review processes and budget. Assist the Loan Processing Operations Manager with strategic planning, develop budgets, policies, guidelines, and regulations for the Division as well as provide input as to legislative needs.
- Review, recommend, and respond to appeals in reference to all District Office programs and respond to various correspondence and inquiries.
- Make recommendations to senior management regarding changes to all District Office programs and work as a liaison with the industry, other agencies, and customers to assure that the programs are running smoothly.
- Responsible for reports due to legislation and other parties. Be familiar with MITAS reports and capabilities. Act as a technical resource for staff.

## How to Apply:

Candidates should submit a State Application (STD. 678) and résumé to:

Department of Veterans Affairs  
Human Resources Division  
1227 O Street, Room 402  
Sacramento, CA 95814

### Inquiries:

Voice: (916) 653-2535  
TDD: (916) 653-1966

**Attn: Juanita Rios, Ref: M80# 165 - 06/07**

**In Line #12 on the State Application, you must reference M80# 165 - 06/07, and clearly indicate the basis of your eligibility; i.e., List, Transfer, SROA, Surplus, Re-employment, or Reinstatement. Failure to do so could result in being rejected from the interview process**

**Final Filing Date: July 13, 2007 or Until Filled**

AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS. APPLICATIONS WILL BE SCREENED AND ONLY THE MOST QUALIFIED WILL BE INTERVIEWED. PSNO: 831-307-5097-001